

Noted
JSE

30 June 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Outplacement Service

1. Yesterday (29 June) I received a call from [] who was in the process of exploring the CIA Outplacement Service. During the inspection of the Office of Personnel [] was assigned the task of reviewing the Outplacement Service and, of course, he transmitted his conclusions to [] discussed the subject with me because all the others on the Personnel team were unavailable having disappeared south of the border. I'm hastening to write this memorandum because I suspect the Executive Director may want to discuss with you the Outplacement problems that are almost sure to develop in the next few years.

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2. As you probably know, a month or so ago the Executive Director issued a memorandum that was designed to alert the appropriate Agency members to the possible consequences of the retirement bill now pending. Among other things it solicited a statement from Personnel concerning their Outplacement Service. [] showed me the memo that the Executive Director received in reply and I agreed that it was the typographical equivalent of having dust thrown in one's eyes. It said very little and that not too clearly.

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3. The Outplacement Program was set up by [] and has been operating for more than six years. The basic policy was established by the DCI to furnish outplacement assistance to all staff employees who have performed meritoriously for the Agency but who for various reasons have decided to leave the organization. The CIA Outplacement Service has four professional members and a secretary. One of the professionals specializes in clerical and junior professional clients.

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4. When [] called on the head of the Outplacement Service, [] he found a rather disaffected Agency employee. [] thought he had been neglected and had been pushed out of sight and out of mind as far as the Director of Personnel was concerned.

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25X1 [] was unimpressed by [] and doubted his ability to carry
25X1 out a successful program under the best of conditions. (I talked
25X1 with [] and was not convinced that [] was as incompetent as
Bob thought he was. However, I wouldn't want to stress my personal
evaluation unless Bob were here to defend his position.) 25X1

25X1 5. In the IG report we placed a heavy emphasis on keeping
people in the Agency and rated that far above any Outplacement
Service. That may be justified under present conditions but with
the passage of the Retirement Bill our picture will change. []
[] of the Personnel Planning Staff thinks that many key Agency
personnel are inclined to under-rate the amount of retirements that
will ensue after the passage of the Retirement Bill. I agree with
him and think the Executive Director has good reason to anticipate
the heavy demands that will be put on the Outplacement Service.
Certainly this is a good time to prepare for an exodus of unprecedented
proportions. 25X1

25X1 cc: []